

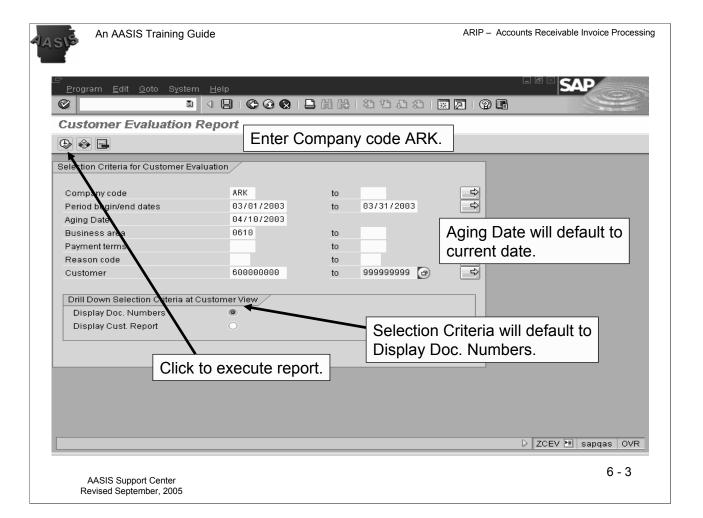
ACCOUNTS RECEIVABLE INVOICE PROCESSING Chapter 6 A/R Reports

AASIS Support Center Revised September, 2005

CUSTOMER EVALUATION REPORT – ZCEV

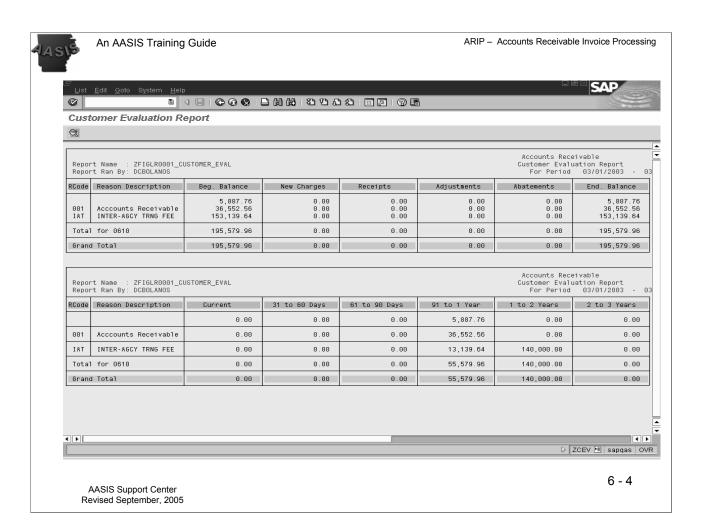
Transaction ZCEV creates a report of all activity associated with a customer account. The report is broken down by reason code and displays beginning balances, payments and/or adjustments to the account. The report lists the aging for the accounts. This report also allows you to drilldown to the original invoice.

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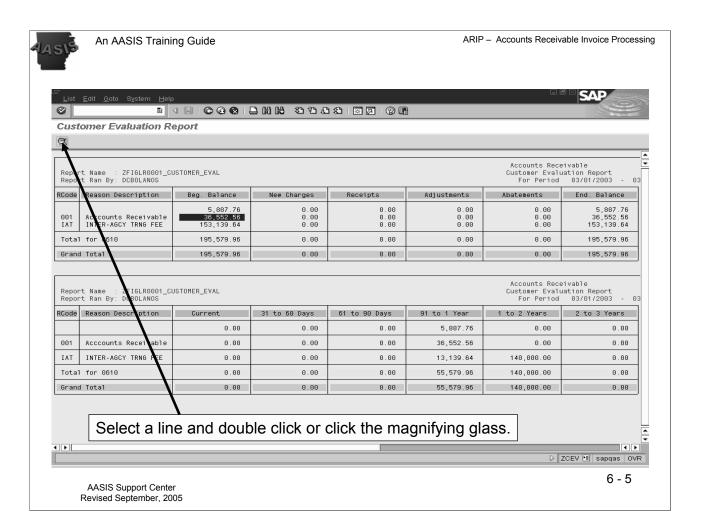


Selection Criteria must be entered:

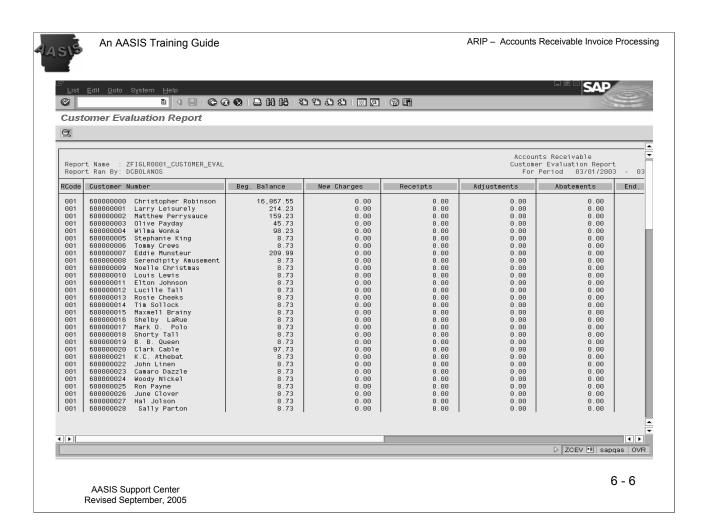
- Period beginning/end dates enter in the range of dates for which you wish to view. This would most often be a monthly range.
- Business area enter in your business area.
- Reason code leave blank.
- Customer you must enter in a customer number. You may enter in one number or a range. If you would like to see all customer activity in your agency, enter the range as above in the screen print – 600000000 to 999999999.



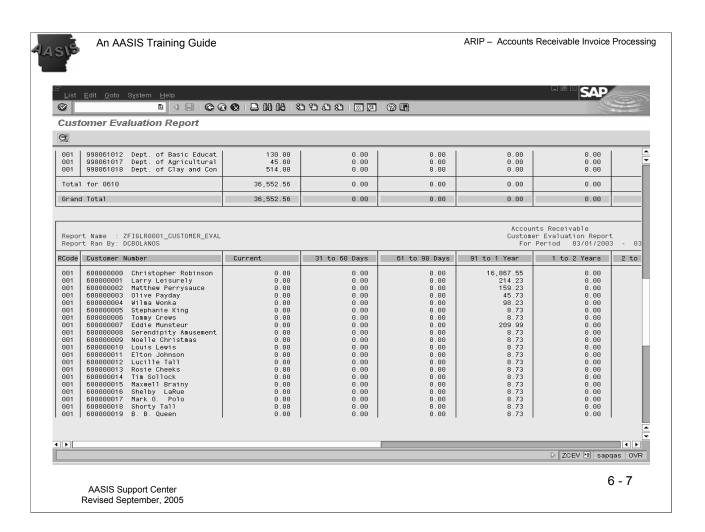
The top half of the screen displays total activity by reason code. The bottom half of the screen displays aging by reason code.



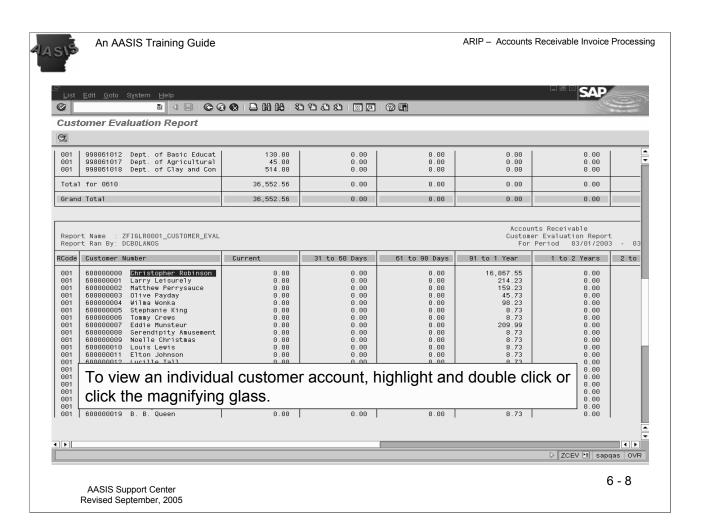
To display further details for a specific line, double click on the line.



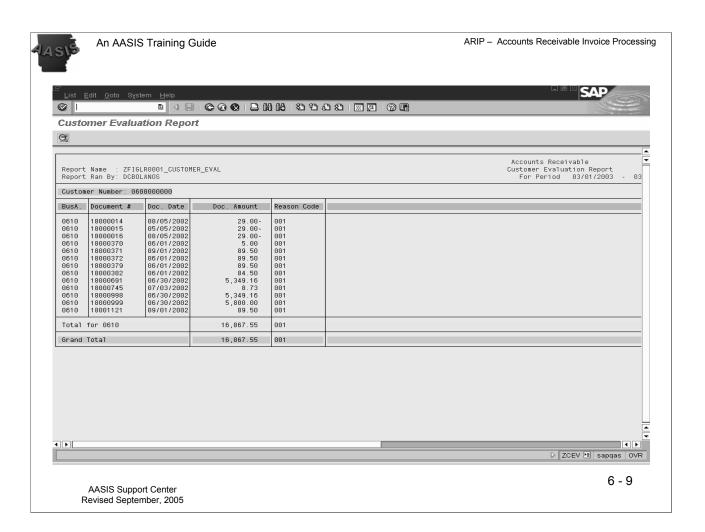
The top of this screen is a breakdown by customer of the line item selected.



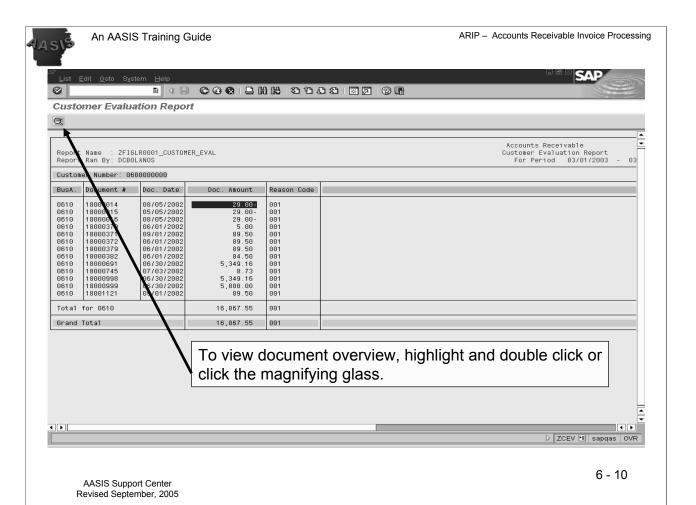
The bottom half of the screen is aging of the line item by customer.

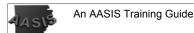


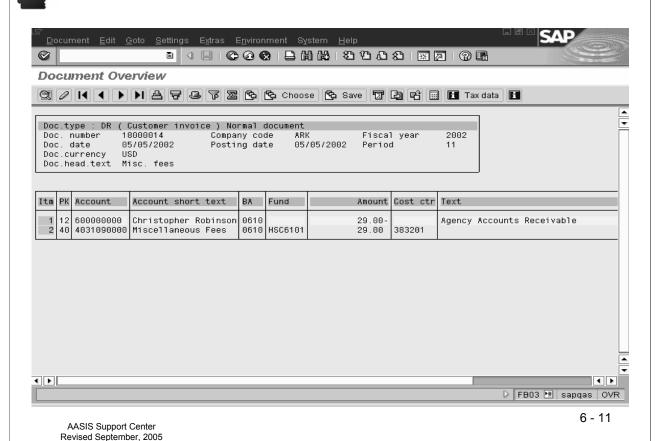
To display a specific customer's account, double click on the line.



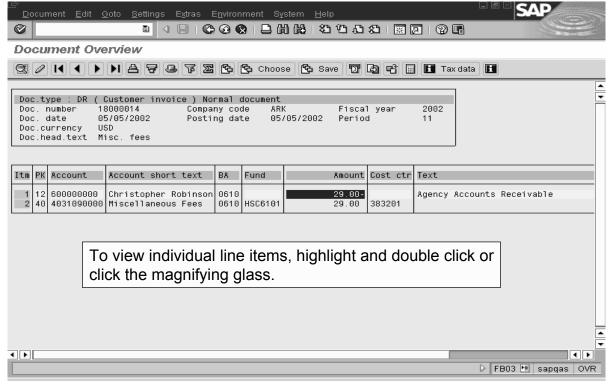
All open items for the customer will be displayed. To display a specific invoice, double click on the line.





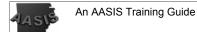


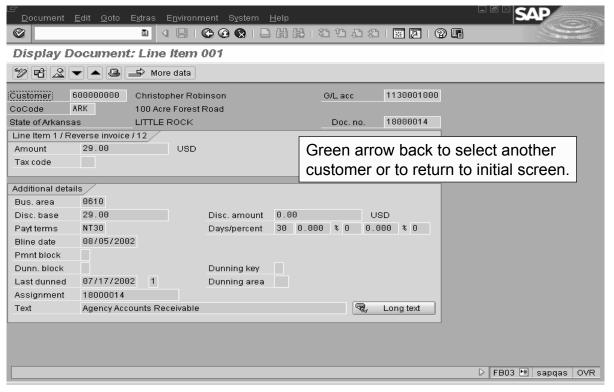




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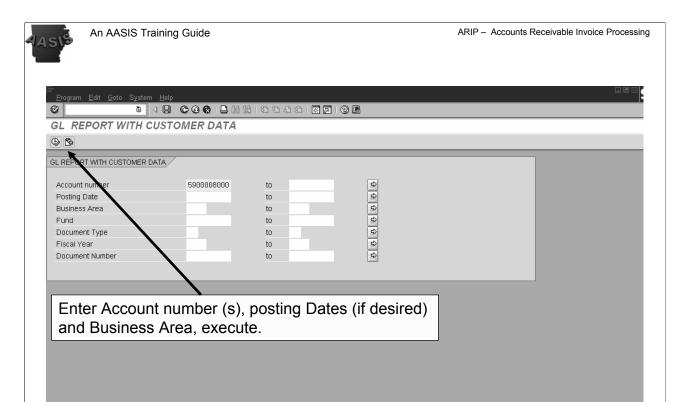
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GL REPORT WITH CUSTOMER DATA - ZFIN

Transaction ZFIN is the only transaction that will display GL and customer data in the same report.

Transaction ZFIN is also used to produce a report of Abatements with customer information.

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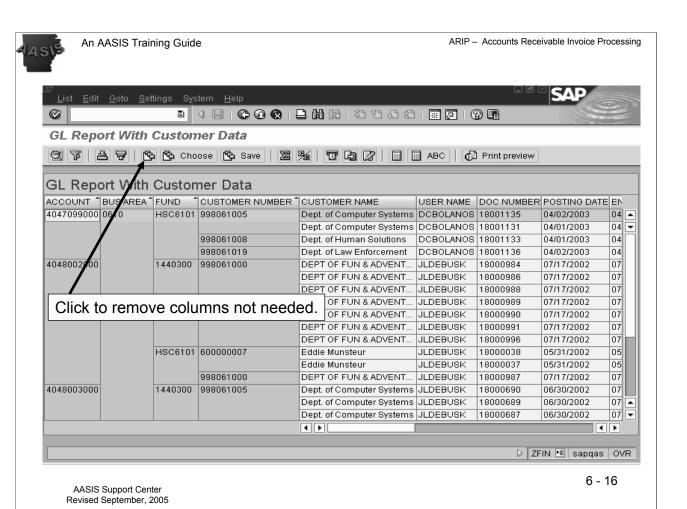


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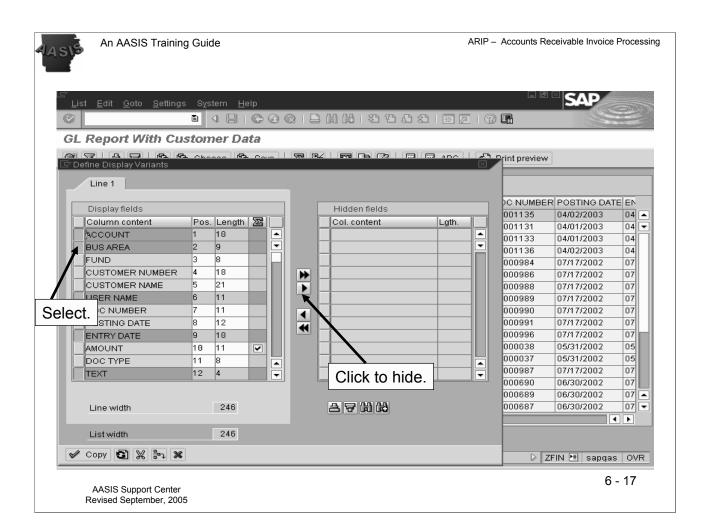
This report may be generated for a single GL account, a group of selected GL accounts or a range of GL accounts.

Enter:

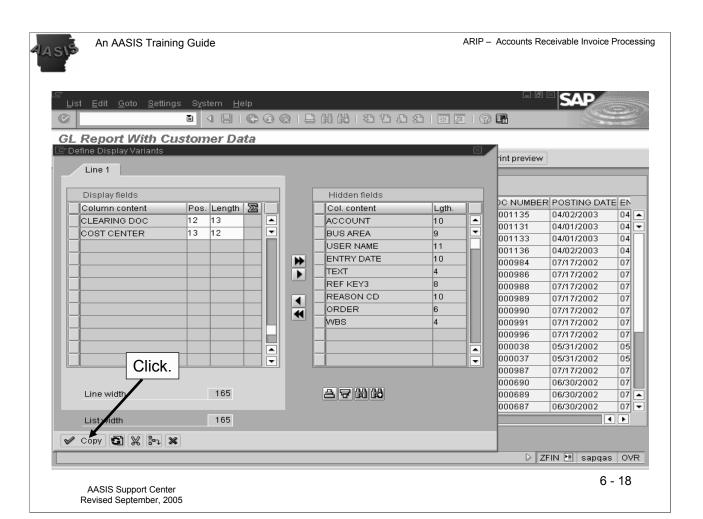
- Account Number enter the desired GL Account Number or range of accounts numbers. For multiple single selections. click on the "multiple selection" arrow.
- Posting Date enter a single date or range of posting dates
- Business Area enter the four digit business area
- Fund optional
- Document Type optional
- Fiscal Year current fiscal year
- Document Number optional
- · Click on the execute icon



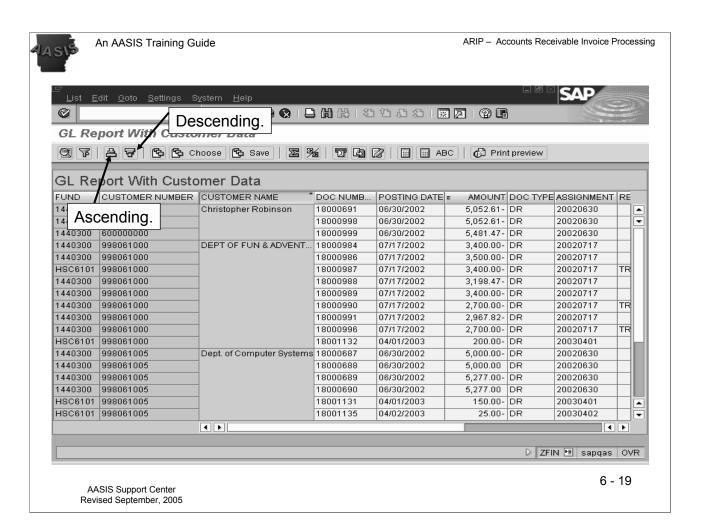
All fields will display.



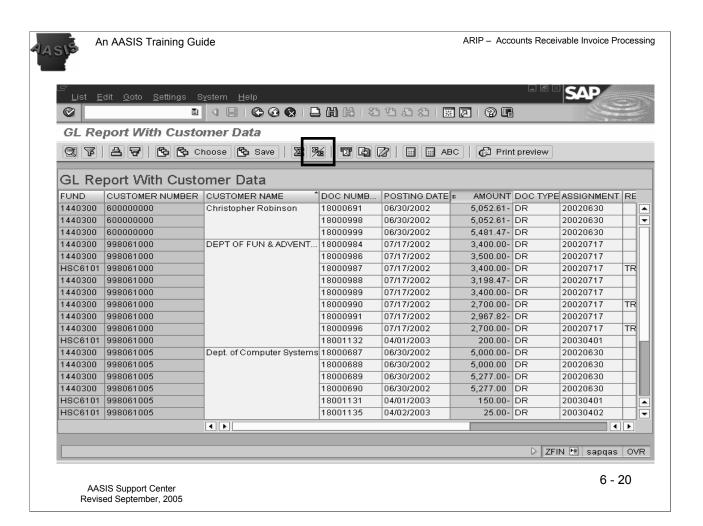
Columns can be removed from view by highlighting the line and clicking on the single arrow.



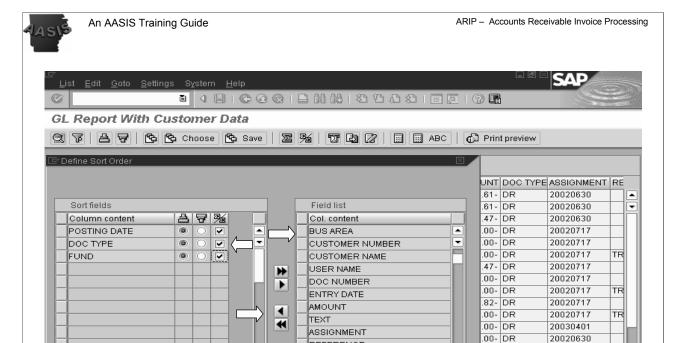
Hidden fields will not be displayed on the report.



Data may be sorted in ascending or descending order by selecting the column and clicking the appropriate sort icon.



Data may be subtotaled by selecting the column description to be subtotaled then clicking on the subtotal icon.



REFERENCE

요중없은

REF KEY1

Move columns, check subtotal, then click Copy.

✓ Copy | ※ | ※

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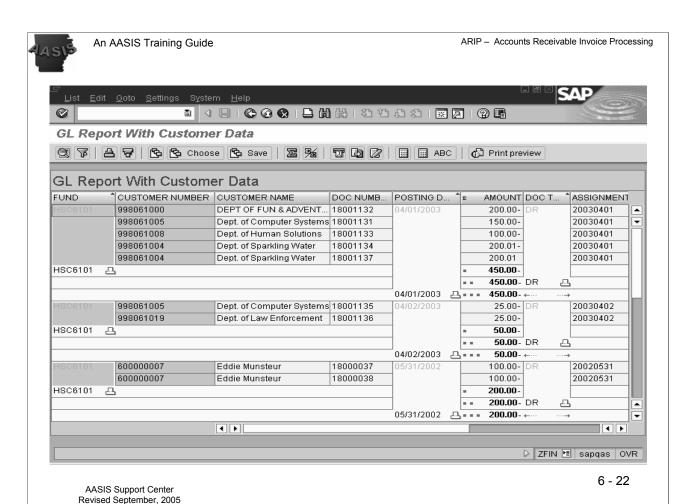
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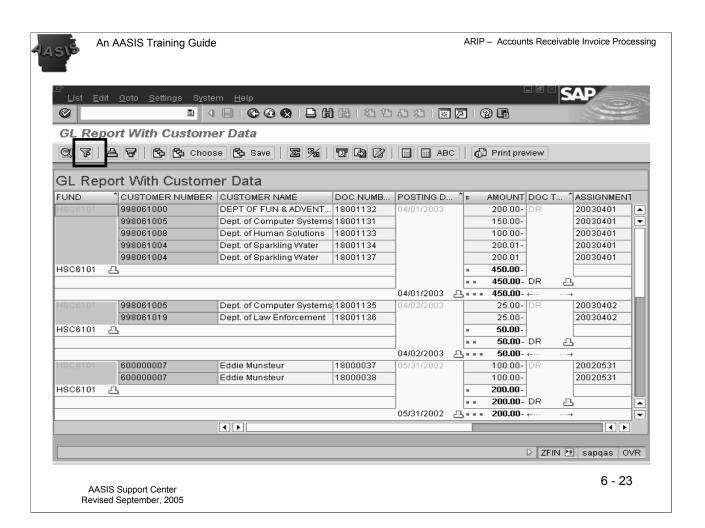
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Data may be subtotaled by multiple criteria by selecting the Subtotal icon. Highlight the column headings to be subtotaled in order and click the left arrow to move the selections to the Sort fields side. Check the subtotal box for the field selections to be subtotaled.

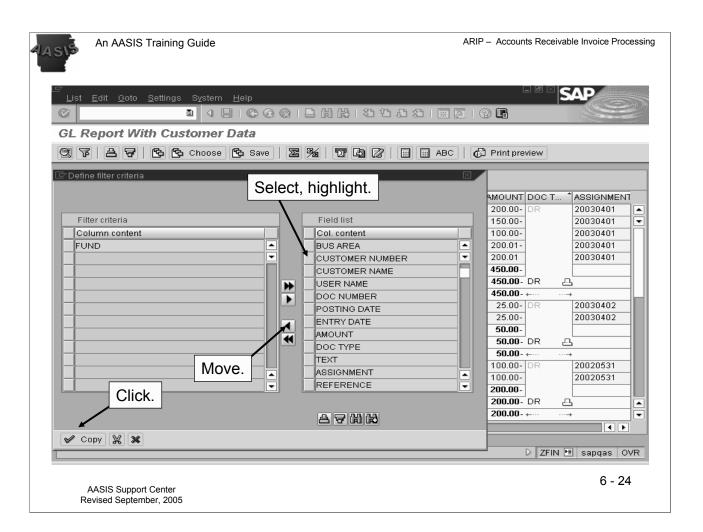
Columns may be selected for sorting without being checked for subtotal.



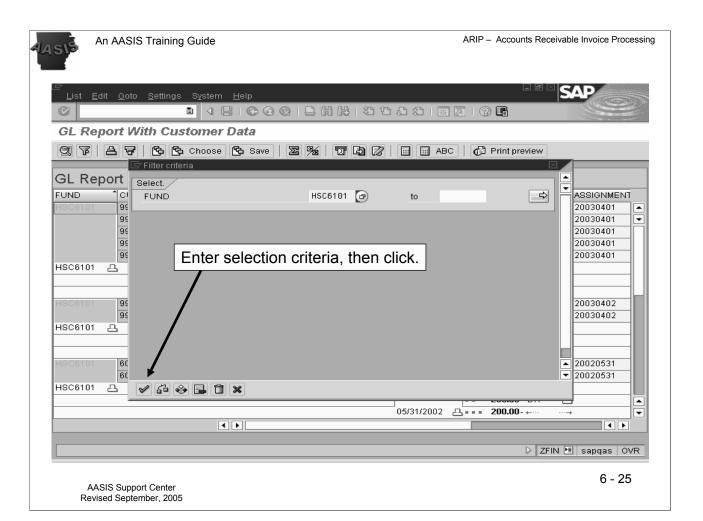
This report is subtotaled by Posting date.



To further define the report, filters may be used. To set a filter, select the funnel shaped icon.



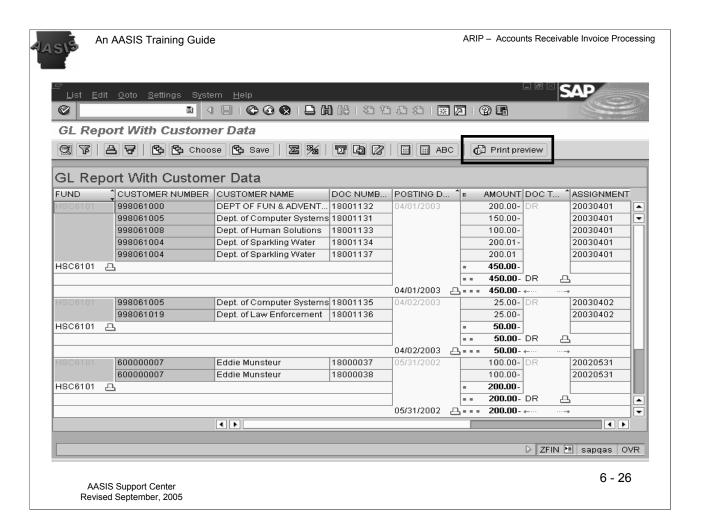
Indicate the criteria for the filter by moving the column header from the field list to the filter criteria list.



To set the parameter for the filter, type in a single value or value range. You may also select multiple single values or value ranges by clicking the arrow to the right of the selection line.

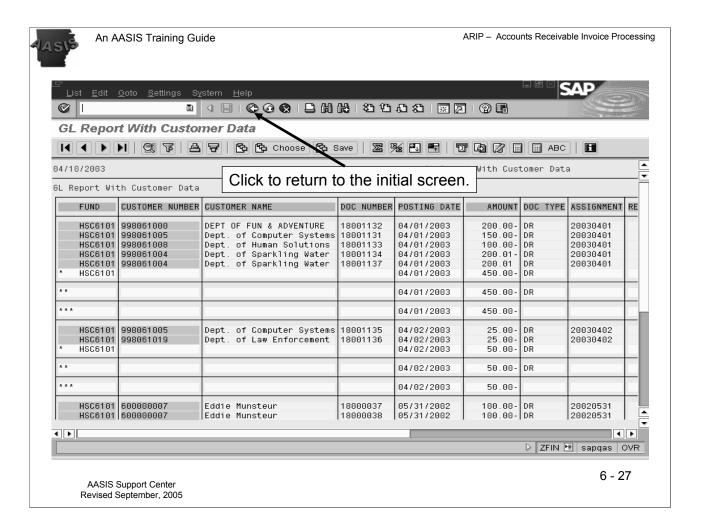
NOTE: THESE FIELDS ARE CASE SENSITIVE

Anything that is typed in ALL CAPS on the report will have to be entered in ALL CAPS on the filter criteria selection screen.



Filtered data will be displayed. The report may be printed or exported to local files as you desire.

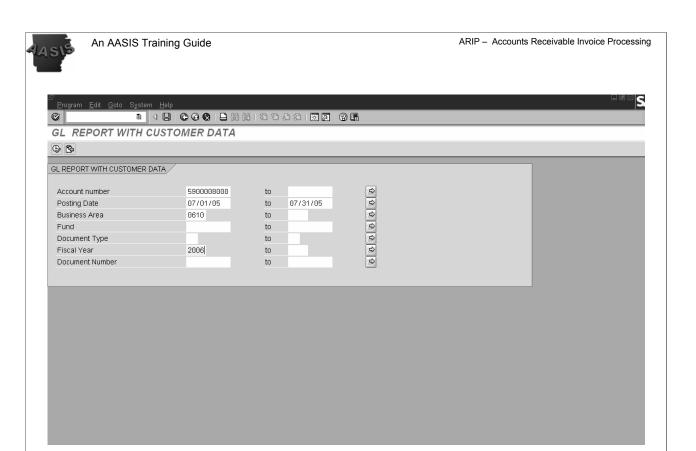
Select the "Print Preview" icon to view the report as it will be printed.



The printed report will be in the above format.

The report may be printed from this screen or exported to an Excel spreadsheet.

You may also save this report as a variant.



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To run a report of abated accounts enter:

- Account number 5900008000
- · Posting Date for the fiscal year
- · Business Area

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· Fiscal Year

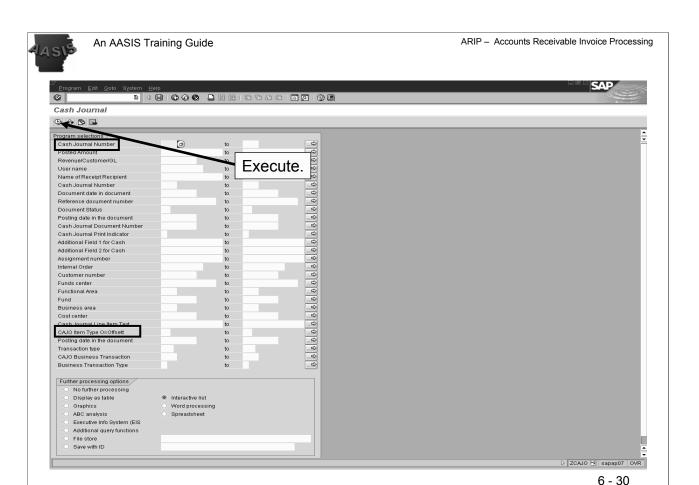
Execute.

By using these criteria, a report will execute of all customer accounts that were credited by the abatement procedures for the requested periods.

CASH JOURNAL - ZCAJO

Transaction ZCAJO will display all cash journal postings for your business area for a specific period in a report format.

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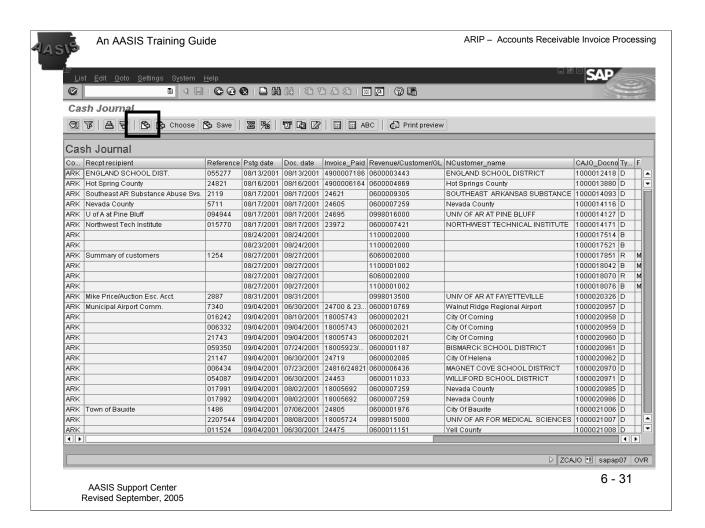


Required fields are:

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- Cash Journal Number this is normally the business area. Agencies that maintain multiple cash journals can enter a range of cash journal numbers to view transactions in total for the agency.
- CAJO Item Type field Enter O (alpha character)
- Posting Date Enter a specific date or range of dates
 The remaining fields are optional.

NOTE: Document status – P=posted, S=saved, D=deleted and R=reversed. A report of POSTED documents should always include Reversed documents to balance to cash deposited. This field may be left blank to pull all entries and their status



The report executes with all fields displayed. To change view, click the Current Display variant icon.